

Prospect College

Disaster & Safety Policy and Procedures

September 2020

Disaster & Safety Policy and Procedures

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Safety Drills and Procedures

I. POLICY

It is the policy of Prospect College to protect persons served, employees, visitors, and property in the event of an emergency or disaster through an active and organized system of practicing and analyzing the organization's safety drills and procedures.

II. PROCEDURES

- A. The CEO is responsible for oversight of emergency disaster plans and drills and ensuring that all of the organization's facilities are well prepared to respond effectively to any emergency.

- B. Prospect College will maintain policies and procedures that outline specific guidelines for addressing emergency situations that may affect the health and safety of persons served, employees, and visitors. Emergency drills will be conducted, at a minimum, on an annual basis. Emergency drills for evacuation and shelter in place will be conducted on an annual basis.
 - 1) Medical Emergency
 - 2) Fire and Facility Evacuation
 - 3) Bomb Threats
 - 4) Severe Weather and Natural Disasters
 - 5) Workplace Threats and Violence
 - 6) Power Failure
 - 7) Terrorist Attack

- C. The Safety Officer or designee will be responsible for the following emergency preparedness activities at their respective facilities:
 - 1) Conducting all required emergency drills at their respective site locations.
 - 2) Conducting drills in a manner and with the necessary precautions to not unduly disturb persons served or the ongoing provision of services.
 - 3) Completing the Safety Drill Forms.
 - 4) Educating and informing staff members following drills as to response patterns and improvements in responses.

- 5) Reporting the results of safety drills and providing a copy of to the CEO.
 - 6) Utilizing the CEO's recommendations and directives, based on the drill outcome and reports, to improve safety.
 - 7) Maintaining a record of all drills in the Safety Binder.
- D. Actual emergencies at Prospect College site will be reported as per the Critical Incident Policy and will follow procedures included in that policy in addressing safety and quality improvement activities following an actual event. Actual emergencies will not serve or be substituted for the required emergency preparedness drills.
- E. The Institution will be responsible for the development and revision of emergency preparedness policies, procedures, and plans based on results of ongoing drills, actual events, and recommendations contained in drill and critical incident reports.
- F. All employees are responsible for maintaining a working knowledge of emergency procedures through education, training, and simulated emergencies/ drills. All employees and volunteers will receive training on the policy and evacuation procedures within the first 30 days of employment and on an annual basis thereafter. Documentation of training will be maintained by Human Resources for employees and interns. Specific responsibilities of staff members with regard to emergency procedures will be defined in job descriptions and job site orientation and training through supervisory structures.
- G. Prospect College policies and procedures outline basic approaches for responding to various types of emergencies; however, there may be additional components due to the nature of the physical layout, special populations, and local regulatory requirements. It is the responsibility of the Safety Officer or designee to ensure that the special needs and characteristics are addressed in addendum policy and procedure, and that these special needs and characteristics are communicated to all affected persons and the CEO.

Medical Emergencies

I. POLICY

It is the policy of Prospect College to provide prompt attention and appropriate assistance to persons served, employees, and visitors in the event of a medical emergency. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

II. PROCEDURES

- A. Specific procedures will be maintained for medical emergencies. In addition, medical emergency drills will be conducted on an annual basis.
- B. The overall components of Prospect College's medical emergency plan are as follows:
 - 1) A medical emergency is defined as an incident that requires interventions beyond simple first aid available at the facility in order to stabilize a condition that may result in a serious medical outcome. Conditions include, but are not limited to, excessive bleeding that is unable to be controlled, accidents involving serious injury, failure or obstruction of the respiratory system, failure of the circulatory system, chest pain or severe abdominal pain, loss of consciousness unrelated to predictable seizure activity, or any type of distress that is determined to seriously limit an individual's normal level of daily functioning.
 - 2) When an event occurs that is determined to be an emergency health care incident, 911 will be immediately called to access emergency personnel to assist and transport the individual to appropriate medical services.
 - 3) Prospect College's Critical Incident Policy will be followed for all medical emergency events.
 - 4) If determined to save a life and/or support the stabilization of a serious and acute medical condition, staff members who hold current certification in CPR and First Aid will implement CPR and/or First Aid and overdose prevention procedures, when appropriate, to stabilize a condition prior to the arrival of external emergency personnel.
 - 5) If the individual is a person served, the following information may be shared with the transporting emergency technicians:
 - a. Name, address, and telephone number of the physician to be called, if available.
 - b. Name, address, and telephone number of a relative or other person to be notified in the event of an emergency, if available.

- c. Medical insurance company name and policy number, or Medicaid/ Medicare number, if available.
 - d. Information concerning the use of medication, known medication allergies, and significant medical problems, if available.
- 6) Employees will not transport individuals in their personal vehicles and/or Prospect College's vehicles in emergency health care situations.
 - 7) Following containment of the emergency, a progress note will be completed in the record of the person served and a Critical Incident Report form will be completed.
 - 8) If the emergency involves an employee, contact will be made with the emergency contact person named on the employee's employment application, if requested to do so by the employee. A contact will always be made if the employee is incapacitated and unable to request or deny the contact.
 - 9) In the event of a poisoning or drug ingestion that has caused an acute medical emergency, staff members will call 911. The telephone number of the local poison control center will be prominently posted. The **American Association of Poison Control Centers National Hotline is 1-800-222-1222**. All employees will be orientated to the location of this information.
 - 10) Medical clearance must be obtained in writing from the treating physician prior to employees returning to employment duties, if a medical emergency required a response from emergency responders.

Evacuation and Fire

I. POLICY

It is the policy of Prospect College to protect persons served, employees, visitors, and property in the event of a fire emergency or in the event that the physical site in which services are being provided needs to be evacuated. Evacuations can occur for a variety of reasons, including fire emergencies, violence or aggressive behavior, a utility emergency, such as a natural gas leak, or a natural disaster, such as an earthquake, that may leave the structure unsafe to inhabit.

II. PROCEDURES

- A. Specific procedures will be maintained for fire emergency and evacuation of the facilities. Emergency fire and evacuation drills will be conducted on an annual basis. The Safety Officer or designee will be responsible for coordination of the drills and completing the Safety Drill Form following the drill. A copy of the Safety Drill Form will be maintained in the Safety Binder at the site location and distributed to the CEO.

- B. Fire Procedures: The following are the overall components of the organization's fire emergency plans. These serve as basic approaches to responding to fire emergencies; however, there may be additional components due to the nature of the physical layout of the facility and local regulatory requirements. It is the responsibility of the Safety Officer or designee to ensure that the special needs and characteristics are addressed in additional policies and procedures, if appropriate, and that these special needs and characteristics are communicated to all affected persons and the CEO. The overall components of the Prospect College's fire emergency plan are as follows:
 - 1) In the event of the discovery of a fire, evacuate all individuals from the immediate area.
 - 2) Close all doors to contain the fire.
 - 3) If the fire is small, attempt to contain it by using a fire extinguisher.
 - 4) Announce that there is a fire in the building and the need to immediately evacuate.
 - 5) Call 911 and report the fire, providing the name and address of the site.
 - 6) Assist in the evacuation process and account for all persons served, employees, and visitors.
 - 7) To expedite the evacuation process, all ambulatory persons served and visitors are evacuated first, followed by staff members who will assist all others in evacuation.

- 8) All persons will be evacuated and assembled at a location that is pre- determined as the designated evacuation assembly area.
 - 9) The Safety Officer or designee will provide any special information to arriving emergency personnel such as size and location of fire and location of any flammable or explosive items, and will relinquish control of the situation to the local authorities.
 - 10)The fire department will be the final authority in determining building re- entry.
 - 11)If the facility cannot be re-occupied, the designated employee in charge of managing the site will manage, through consultation with the CEO, the continuation of essential services, as per those procedures contained in this policy.
 - 12)The CEO will be notified as soon as possible of the incident and a Critical Incident Report will be completed and processed as per the Critical Incident Policy.
- C. Evacuation Procedures: In the event of an emergency that requires a site to be evacuated, the following procedures will be followed:
- 1) Evacuation of the Prospect College site shall occur should any of the following events occur:
 - a. Fires: If it is immediately determined that the extent of the fire cannot be contained with quick and direct actions, the building will be evacuated.
 - b. Violence and/or Aggression: If a crisis situation occurs that involves a direct physical threat to any persons in the building, the building will be evacuated.
 - c. Utility Disruption or Crisis: Situations that will necessitate evacuation include gas leaks and electrical malfunctions determined to present a health risk.
 - d. Noxious Odors or Fumes: If it is determined that there are odors or fumes that are a health risk due to eye, skin, or lung irritation, the building will be evacuated.
 - e. Bomb Threat: In the event of a bomb threat made toward Prospect College or the physical site itself, the building will be evacuated.

2) In the event it is determined the building should be evacuated, the following procedures will be followed:

- a. The Safety Officer or designee will inform all staff of the evacuation order either through the overhead paging system, activation of the fire alarm, and/or verbally, etc. The method of announcement will be dependent on the situation and the site's systems.
- b. All staff in direct care service areas or in direct contact with persons served will assist the clients/participants in exiting the building through the exits according to the site emergency exit plan/map. Staff not in direct contact with persons served or client/ participant areas will immediately exit the building according to the site emergency exit plan/map. Staff in client/participant areas will check the restrooms to ensure that all persons evacuate.
- c. The Safety Officer or designee will exit the building with the Safety Binder, in order to access information on contacting emergency personnel.
- d. All staff and persons served will proceed to the designated evacuation assembly area as quickly as possible. The Safety Officer or designee will determine if all employees and persons served are present and out of the building, through surveying staff to determine if all persons being served during the time of evacuation are accounted for and determining if all staff are also accounted for.
- e. Should it be determined that someone in the building is not present outside the building, the Safety Officer or designee will determine if the nature of the emergency presents a threat to life and/or health to the degree that it would not be prudent to re-enter the building briefly to seek the location of the missing individual or individuals. If it is determined that the situation would allow a quick re-entry to locate the missing individual, the Safety Officer or designee will briefly re-enter and call out the name of the individual. If there is not a response, the Safety Officer or designee will exit the building and wait for emergency personnel to arrive and take control of the situation.
- f. Should the building not be of the condition to be re-occupied to provide services, the following essential services will be provided until the current facility or another facility can be brought back into full service operation:

Corporate Headquarters: Prospect College would acquire temporary office space to meet with research participants. Managers would be expected to work from home remotely until a new facility can be obtained or the current facility can be inhabited. Prospect College would need to evaluate the situation to determine what work non- managers could complete or if service will need to be temporarily suspended.

g. The following emergency phone numbers are for use in the event of an evacuation, and will be maintained on the backside of the front cover of the Safety Binder:

1) Police/Ambulance/Fire Department – 911

2) Gas Company

• **Washington Gas (703) 750-1400**

3) Electric Company

• **PEPCO (202) 833-7500**

4) Poison Control 1-800-222-1222

5) Landlord for respective Prospect College site

• **WashREIT (202) 774-3200**

h. Once an emergency evacuation has occurred, the building cannot be re-occupied until the responding emergency authority grants permission that the health and safety of staff and persons served is no longer compromised. Should an immediate re-occupation not be allowed by the authorities, occupation will be determined through the authority of the entity that is charged to bring the building back into compliance with health and safety standards (gas company, fire department, building inspector, etc.).

Bomb Threat

I. POLICY

It is the policy of Prospect College to provide prompt attention and appropriate assistance to persons served, employees, and visitors in the event of a bomb threat, and the need for evacuation. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

II. PROCEDURES

- A. Specific procedures will be maintained for bomb threats. In addition, bomb threat evacuation drills will be conducted on an annual basis.
- B. The overall components of Prospect College's bomb threat emergency plan are as follows:
 - 1) In the event of a bomb threat received by telephone (a call in which an individual indicates a bomb has been placed within or near the facility):
 - a. Obtain as much information as possible from the caller, noting details of voice, speech patterns, and any background noise.
 - b. Ask where the bomb is and when it will go off, and document any information that is provided by the caller.
 - 2) In the event of a bomb threat received by letter or note:
 - a. Do not handle the letter or note any more than necessary so evidence is not compromised.
 - 3) If you notice a package, container, briefcase, or other object that is unattended and is out of place within the facility, does not have common identifiable markings or labeling, and is not recognized as belonging to an employee, person served, or visitor, proceed as follows:
 - a. Upon the discovery of a suspicious object/package/container, do not touch or move it.
 - b. Ask people in the area where the object was discovered if they know what it is or if it belongs to someone.
 - c. If no one claims the object or cannot identify what the object is, notify the site Safety Officer or site Director/Manager, who will determine if the facility should be evacuated and law enforcement authorities summoned, based on further investigation within the facility regarding the ownership of the suspicious package, container, briefcase or other type of unattended object.

- d. If the object/package cannot be identified, or is not claimed and identified by someone within the facility, evacuate the building and summon/contact law enforcement authorities.
 - e. Wait for the arrival of law enforcement authorities outside the building and turn over management of the unidentified object to law enforcement upon their arrival.
 - f. Re-enter the building and resume services only after clearance is obtained from the public officials managing the situation.
- 4) In all situations involving the threat of a bomb, follow these procedures:
- a. Remain calm and do not alarm persons served, employees, or visitors.
 - b. Immediately seek the site Safety Officer or site Director/Manager to discuss the situation.
 - c. The site Safety Officer and/or the site Director/Manager are responsible for contacting the police and activating the evacuation procedures.
 - d. Evacuation will be handled as per Prospect College's evacuation policy and procedures.
 - e. In situations where the facility has been evacuated, agents of the police or other authorities will assess the situation and, if the present danger is terminated, will then inform the site Director/Manager, or designee. Only the police authority may activate the "all clear" and only then may anyone enter the building.

Severe Weather and Natural Disasters

I. POLICY

It is the policy of Prospect College to protect persons served, employees, visitors, and property in the event of a severe weather emergency or natural disaster. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

II. PROCEDURES

A. Specific procedures will be maintained for severe weather and natural disasters. In addition, severe weather emergency and natural disaster drills will be conducted at Prospect College site on an annual basis.

B. The overall components of Prospect College's severe weather emergency plan are as follows:

1) Severe weather is defined as any weather condition or natural event that has the potential to cause physical harm and/or property destruction. These events include severe weather, tornados, hurricanes, blizzards, and flash floods. Procedures for severe weather are as follows:

- a. If a severe weather, tornado, or hurricane watch is issued, current information from the National Weather Service via internet, radio, television, etc. will be accessed.
- b. In the event of a "watch," employees on duty will be informed of procedures to be taken in the event a "warning" is declared.
- c. During "watch" periods, all persons served and employees will be encouraged to limit trips and transportation to and from the site.
- d. In the event of severe weather, tornado, or hurricane, all persons within the facility will immediately move to the designated 'shelter in place' area in the interior of the building that is designated on the posted evacuation route and shelter in place. The designated 'shelter in place' site is:

Headquarters

Basement of 1220 19th St NW

- e. Employees will assist persons served in arriving at the designated safety locations, and if time permits, will close all windows and blinds and all doors.
- f. The Safety Officer or designee will secure the first aid kit, flashlights, and a radio and maintain them in the area being used for shelter.
- g. The Safety Officer or designee shall oversee the process of moving to the designated safety location(s) and conduct a head count when this activity is completed.

- h. The Safety Officer or designee shall announce the end of the need to remain in the designated location when the warning is no longer in effect, according to the national weather service.
 - i. The Safety Officer or designee will be responsible for contacting any emergency entity that may be needed due to injuries or events such as power loss and/or broken utility lines.
- 2) The overall components of Prospect College's natural disaster earthquake emergency plan are as follows:
- a. In the event of an earthquake, "Drop, Cover and Hold On." Drop down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
 - b. Cover your head and neck (and your entire body if necessary) under a sturdy table or desk. If there is no shelter nearby, *only then* should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.
 - c. Hold on to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
 - d. The Safety Officer or designee shall announce the end of the need to remain in position when the earthquake stops.
 - e. The Safety Officer or designee will be responsible for contacting any emergency entity that may be needed due to injuries or events such as power loss and/or broken utility lines.

Workplace Threats and Violence

I. POLICY

It is the policy of Prospect College to protect persons served, employees, visitors, and property in the event of threats and violence in and around the organizations facilities. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

II. PROCEDURES

- A. Specific procedures will be maintained for workplace threats and violence. Workplace threats and violence drills, to gauge Prospect College's potential response to an actual event, will be conducted on an annual basis.
- B. The overall components of Prospect College's workplace threats and violence plan are as follows:
 - 1) Workplace threats and violence is defined as any situation in which there is a perceived threat of violence, or a situation where violence is or has occurred. Procedures to provide the optimal response for safety apply to persons served, employees, and visitors who may exhibit threats of violence or actual violent acts.
 - 2) Employees should exercise common sense in any situation with an aggressive person. If a situation involves a weapon, such as a knife or gun, do not attempt to remove the weapon from the individual.
 - 3) If you or anyone else is assaulted or physically threatened by another individual while conducting business, if possible remove yourself from the situation, call for help (vocally or by phone), and/or notify another staff member to summon the police by calling 911.
 - 4) Do not attempt to engage in any type of physical restraint with a person who is threatening violence, unless your life is in imminent danger.
 - 5) If you cannot remove yourself from the situation, follow the guidelines provided through the organizational workplace violence training regarding de-escalation techniques for dealing with such situations.
 - 6) If you are not directly involved in the situation, seek to assist in the evacuation of persons served, employees, and visitors from the building, according to the evacuation policy and procedures.
 - 7) At no time should any employees put themselves at harm in an attempt to diffuse a situation. Always attempt to remove yourself and seek local law enforcement assistance.
- C. The following procedure is to be used to notify staff members of threatening behavior without alarming the aggressor if the situation, such as being alone with

the aggressor in a closed office or isolated from other staff who can aid you with the situation, warrants such an approach:

- 1) If you believe the situation is such that it warrants support and assistance from other staff, indicate to the person engaging in aggressive or threatening behavior in your office or work area that you take their actions, behavior, and/ or anger very seriously and that you do not want to be disturbed so you can focus on them. As such, let them know that you are going to call the front desk or receptionist to have them hold your phone calls. Then, call a co- worker, or a person designated by the organization as the point person for violent situations, from your phone and request that they “**hold all your calls.**” This will serve as the “code” or the notification that at least one or ideally two staff members should investigate and monitor the situation and interrupt by knocking and requesting to enter, if needed, to assist you with a potentially violent situation. An alternative approach would be to advise the person engaging in aggressive or threatening behavior that you feel the need to involve someone else to best address their concerns and request permission call your supervisor.

- 2) If you believe that the situation is such that it warrants law enforcement intervention, indicate to the person engaging in aggressive or threatening behavior in your office or work area that you take their actions, behavior, and/ or anger very seriously and that you do not want to be disturbed so you can focus on them. Let them know that you are going to call the front desk or receptionist, or designated person and have them “**cancel your next appointment.**” This will serve as notification that an emergency situation is occurring and they are to contact local authorities for assistance immediately and assist you with the situation.

- 3) Example:
 - a. “This is Joe, I am dealing with something very important. Would you please hold all my calls?” This is a call for staff assistance.

 - b. “This is Joe, I’m in my office. I’m dealing with something very important. Would you please cancel my next appointment?” This is a call for you to summon the police, as well as immediate staff assistance.

Power Failure

I. POLICY

It is the policy of Prospect College to protect persons served, employees, visitors, and property in the event of a power failure. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

II. PROCEDURES

- A. Specific procedures will be maintained for power failures. In addition, power failure drills will be conducted on an annual basis.
- B. The following are the overall components of the organization's power failure plans. These serve as basic approaches to responding to power failures; however, individual service sites may have additional components due to the nature of the physical layout of the facility, types of programs and services, special populations, and local regulatory requirements. It is the responsibility of the site Safety Officer or designee to ensure that the special needs and characteristics of its site are addressed in additional policies and procedures, if necessary, and that these special needs and characteristics are communicated to all affected persons and the CEO. The overall components of Prospect College's power failure emergency plan are as follows:
 - 1) A power failure is defined as a full or partial power outage that affects the ability of the organization to provide a normal range of services and operations and may compromise the safety of occupants of the facility.
 - 2) In the event of a power failure, remain calm. If you are in an interior office without natural light or emergency lighting, use caution to evacuate to a hallway area. Assist persons served to the lighted area, if necessary.
 - 3) If using a computer, turn it off as well as the power strip, if applicable, to prevent damage due to power surges, prior to leaving your work area.
 - 4) The Safety Officer or designee will check circuit breakers and the main breaker panel and. If the power outage is not attributed to the internal system, the local utility company will be notified.
 - 5) If it is deemed necessary by the Safety Officer or the site Director/Manger, evacuate the building by following evacuation procedures.
 - 6) If evacuation occurs, lock the entrances to the facility to prevent re-entry.
 - 7) The Safety Officer or site Director/Manager will determine whether the site will be shut down and, in consultation with utility company employees and/ or other staff, will determine when the building is ready for occupancy.

- 8) Prior to re-entry, the Safety Officer or designee, in consultation with the utility company, will ensure that the facility is ready for occupancy by completing the following tasks: ensuring that all breakers are switched on, switching off any emergency power supply that may be in use, checking vital equipment to ensure it is working and not damaged, etc.

Terrorist Attack

I. POLICY

It is the policy of Prospect College to protect persons served, employees, visitors, and property in the event of a terrorist attack. All potential emergencies cannot be anticipated; therefore, emergency plans shall provide for adaptability to multiple situations.

II. PROCEDURES

- A. Specific procedures will be maintained for terrorist attacks. In addition, terrorist attack drills will be conducted on an annual basis.
- B. The overall components of Prospect College's terrorist attack emergency plan are as follows:
 - 1) In the event of a terrorist attack, remain calm and patient and follow the advice of local emergency officials.
 - 2) Each site shall access internet, radio, or television reporting that provides information and instructions.
 - 3) Be aware of surroundings and watch for additional attacks.
 - 4) If the attack occurs at an Prospect College site, check for injuries. Give first aid and get help for seriously injured people.
 - 5) If the attack occurs at an Prospect College site, the Safety Officer or designee will check for damage using a flashlight. Do not light matches or turn on electrical switches. Check for fires and fire hazards. Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas value, open windows, and get everyone outside quickly.
 - 6) The Safety Officer or designee will shut off any other damaged utilities.
 - 7) If the attack is a shooting event at Prospect College site or in the vicinity, the Safety Officer or designee should call 911 and have all employees shelter in place, if appropriate, until such a time that the appropriate authorities state it is safe to come out.
 - 8) The Safety Officer or designee will secure the first aid kit, flashlights, and a radio and maintain them in the area being used for shelter.
 - 9) The Safety Officer or designee shall announce the end of the need to remain in place once the attack has ended.
 - 10) The Safety Officer or designee will be responsible for contacting any emergency entity that may be needed due to injuries or events such as power loss and/or broken utility lines.

Emergency Equipment and First Aid

I. POLICY

It is the policy of Prospect College to ensure that appropriate equipment is available to assist and support the health and safety of persons served, employees, and visitors should an emergency occur at a facility.

II. PROCEDURES

- A. The Safety Officer or designee is responsible to ensure that all appropriate equipment to support the health and safety of occupants is available and properly maintained at their assigned facility, through the use of the Self-Inspection Checklist.
- B. Each facility will have the following safety equipment and supportive aids available:
 - 1) ABC type fire extinguishers mounted and/or placed at easily identifiable and accessible locations throughout the building.
 - 2) Signs clearly indicating the placement of fire extinguishers.
 - 3) Smoke detectors that are battery powered and have both audible and visual alarm indicators.
 - 4) Clearly posted exit signs.
 - 5) Clearly posted emergency exit plans for evacuation and fire safety that also include the location of the fire extinguishers and first aid kit.
 - 6) A first aid kit that contains, at a minimum, the following:

CONTENTS	QUANTITY
Alcohol Towelettes (Wipes)	1 Pack
Band aids	1 Box/150 Ct/Butterfly-2 pkgs
Elastic Bandage	1
Gauze 4X4	1 Box
Neosporin (First Aid Cream)	1
Wrist Blood Pressure Cuff	1
Tweezers	1
Instant Ice Pack	1
Peroxide/Saline Solution	1
First Aid Tape/clear	1 roll
Disposable Gloves	2 pair

- 7) Signs indicating the location of the first aid kit.
- 8) A posted first aid emergency response guide located in close proximity of the first aid kit.
- 9) The biohazard equipment appropriate to the services provided.

Safety Officer Responsibilities

- A. The Safety Officer will be responsible for maintaining the site Safety Binder that contains the Disaster & Safety Policy and Procedures, a grid of scheduled and required safety activities, all forms for conducting and documenting safety activities, and completed documentation of all safety activities that includes recommended areas of improvement and the date and details regarding the improvements completed.
- B. The Safety Officer will be responsible for obtaining any external inspection (fire extinguisher, etc.) documents, including inspection reports, clarifying with the inspector all recommendations for improvement made on the report, and placing a copy in the site Safety Binder.
- C. The Safety Officer is responsible for completing a quarterly self-inspection of the overall safety of the facility and submitting a copy of the Self-Inspection Checklist to the CEO.
- D. The Safety Officer will report the results of the self-inspections, follow-up activities, and their recommendations for improvements to the CEO to ensure the organization utilizes the information to increase the level of safety throughout its operations.
- E. The Safety Officer will maintain a record of all inspection documentation and reports, including recommendations and corrections made, and all notes that correspond with the specific inspection and resulting improvement activities.
- F. The Safety Officer will be responsible for the following emergency preparedness activities:
 - 1) Conducting and/or coordinating all required emergency drills in a manner and with the necessary precautions to not unduly disturb persons served or the ongoing provision of services.
 - 2) Completing the appropriate Emergency Drill Reporting Form.
 - 3) Educating and informing staff members following drills as to response patterns and improvements in responses.
 - 4) Reporting the results of emergency drills and providing a copy to the CEO.
 - 5) Utilizing the CEO's recommendations and decisions, based on the drill reports, to improve safety at the Prospect College sites.
 - 6) Maintaining a record of all drills in the Safety Binder.
- G. The Safety Officer will provide and/or coordinate initial and ongoing safety training for all employees.

Self-Inspections

I. POLICY

It is the policy of Prospect College that regular comprehensive self- inspections of the overall safety of our facilities are conducted on a quarterly basis and that recommendations resulting from self-inspections are corrected to ensure the safety of persons served, employees, and visitors.

II. PROCEDURES

- A. The site Safety Officer or designee is responsible for oversight that will ensure safety self-inspections are completed a minimum of once every quarter and will facilitate the following processes:
- 1) The designated site Safety Officer or designee is responsible for completing self-inspections at their designated facility.
 - 2) The Safety Officer or designee is responsible for completing quarterly self-inspection reports and submitting/presenting the reports and results to the CEO.
 - 3) The Safety Officer or designee will report the results of the self- inspections, follow-up activities, and their recommendations for improvements to the CEO to ensure the organization utilizes the information to increase the level of safety throughout its operations.
 - 4) The Safety Officer or designee will maintain a record of the self-inspection reports, including recommendations and corrections made. This record will be maintained in the Safety Binder and copies will be submitted to the CEO for inclusion in Prospect College's overall documentation of safety practices and outcomes.
- B. The Self-Inspection Checklist will contain a review of the following areas related to environmental safety: Entrances/Exits, Evacuation Maps, Fire Extinguishers, Fire and Smoke Alarms, First Aid Kits, Bloodborne Pathogens, Phones, Emergency Lighting, Evacuation Diagrams, Room Temperature, Plumbing, Chemicals and Potentially Hazardous Materials, Restrooms, Hot Water Heaters, Kitchen, Dining, and Break Areas, Equipment, Appliances & Machinery, Extension Cords, Electrical Closet, Storage Areas and Closets, Windows and Mirrors, Trash Receptacles, Walls and Ceilings, Floors and Floor Covering, Furnishings, Air Quality, Stairways and Docks, Pictures and Signs, Worksites, Exterior, Building, Fences and Outbuildings, Grounds, and Parking.

Safety Binder Contents

A Safety Binder will be maintained at Prospect College site by the Safety Officer or designee for the purpose of enhancing the structure and organization of safety program. The binder will serve to centrally locate all health and safety documentation that is associated with required safety activities.

Each Safety Binder will be organized as follows:

- A. Safety Binder Table of Contents
- B. Emergency Phone Numbers (to be placed on the inside front cover of the Safety Binder)
- C. Location of Emergency Related Items
- D. Staff Cell Phone Numbers
- E. Staff Work Schedule
- F. Yearly Safety Activity Requirements Grid
- G. Outside/External Inspection
 - 1. Documentation that includes any areas that were inspected by an outside authority and any recommendations that were made to improve safety.
 - 2. Documentation, or evidence “in writing” that details how and when any recommendations were addressed by Prospect College that were made by the outside inspection.
- H. Self-Inspections

Completed Self-Inspection Checklists. The documents should note all areas inspected, any areas not meeting items on the list, and documentation or evidence “in writing” that documents how and when any areas needing improvement were addressed.
- I. Safety Drill Procedures

The Disaster & Safety Policy and Procedures document
- J. Safety Drill Forms, Recommendations, Actions
 - 1. Blank Safety Drill forms for future use.
 - 2. Completed Safety Drill Forms for each year, which include a review of the drill and recommendations for improvements.

3. Any documentation of improvements made.
 4. Blank Safety Drill Forms for future use.
- K. Critical Incident Policy & Reports
1. Critical Incident Policy
 2. Critical Incident Reports that have been completed at the Prospect College site.
- L. Safety Documentation
- Notes on any health and safety issues, actions, and/or recommendations.
- M. All other Safety Forms

Annual Review

This document must be reviewed by Prospect College management on an annual basis. Updates to the document must be distributed to all employees.

Prospect College

Receipt of Disaster & Safety Policy and Procedures

I understand that my signature below indicates that I have received, read, and understood Prospect College's Disaster & Safety Policy and Procedures and agree to comply with this policy in the event of an emergency.

Employee's Printed Name

Employee's Signature

Date